

WORKING CONDITIONS AGREEMENT

January 1, 2017 - December 31, 2018

AND

**FOND DU LAC CITY POLICE
SUPERVISORY ASSOCIATION**

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AGREEMENT

THIS AGREEMENT is entered into to be effective the 1st day of January, 2017, by and between the City of Fond du Lac, Wisconsin, party of the first part, hereinafter referred to as the **CITY** and the Fond du Lac City Police Supervisory Association, party of the second part, hereinafter referred to as the **ASSOCIATION**. This Agreement shall remain in effect through December 31, 2018.

ARTICLE I

PURPOSE OF AGREEMENT

It is the intent and purpose of the parties hereto that this Agreement shall promote and improve working conditions between the **CITY** and the **ASSOCIATION** and to set forth herein rates of pay and other terms and conditions of employment to be observed by the parties hereto.

ARTICLE II

RECOGNITION

The **CITY** hereby recognizes the **ASSOCIATION** as the exclusive bargaining agent for the Captains and Lieutenants of the Fond du Lac Police Department, excluding all other employees, in accordance with Wisconsin Statutes 111.70, 66.90 and 62.13.

ARTICLE III

DURATION

This Agreement shall take effect January 1, 2017 and shall remain in full force until and including December 31, 2018. This Agreement shall be automatically renewed from year to year unless the party desiring to open discussions submits to the other party in writing its proposals on or before the 1st day of July, 2018, or any succeeding effective year of this Agreement. An initial meeting of the parties shall be held within thirty (30) days of the filing of any request, but not later than August 1 of any effective year, or at a date mutually agreed to by the parties.

ARTICLE IV

HOURS

This Article shall apply to Administrative and Patrol Supervisors holding the rank of Lieutenant or Captain.

The normal work schedule for Administrative Supervisors shall be 5 days on – 2 days off, with the average work week of 40 hours and an average work shift of 8 hours.

The normal work schedule for Patrol Supervisors shall be 5 days on – 3 days off, with a 9-hour shift and an average work week of 39.48 hours.

Any request to utilize time off by Lieutenants must be pre-approved by their Captain and any request to utilize time off by Captains must be pre-approved by the Assistant Chief. All personnel working a fixed shift shall be assigned a schedule as designated by the Chief or his representative. Personnel are defined as follows:

Captain
Lieutenant

Shift selection for Patrol Supervisors shall be made on a seniority basis for that rank.

ARTICLE V

SPECIALIZED DUTY

If members of the **ASSOCIATION** are on a grant or an assignment for another non-city agency by the **CITY**, such members shall be paid for non-city work in accordance with the benefits listed in this contract. The members' rate of pay for such non-city work shall be at the rate of time and one-half of the normal (base plus longevity) rate. Such work shall be approved in advance by the Chief of Police. Such pay shall be provided within one month of the end of said duty whether or not the **CITY** has received reimbursement from the government agency requesting original assistance.

ARTICLE VI

SALARIES

The salary schedules set forth in Appendix A of the successor agreement shall be amended to reflect the following:

1. Effective January 1, 2017
 - a. 3.75% wage increase and
 - b. \$1,125 additional increase on each salary listed on the schedule.
2. Effective January 1, 2018
 - a. 3.75% wage increase and
 - b. \$1,125 additional increase on each salary listed in the schedule.

ARTICLE VII

NEWLY APPOINTED PERSONNEL

Personnel newly appointed to the positions of Lieutenant and Captain during the term of this Agreement shall receive salaries as specified in the Appendix. Personnel newly appointed to other positions represented by the Police Supervisory Association during the term of this Agreement shall

receive salaries and benefits as established by the **CITY** and agreed to by the **ASSOCIATION** at the time of appointment.

Seniority accrued at a higher rank, as well as any lower ranks shall be retained if that supervisory member moves down one or more ranks in the command structure. This section does not affect seniority for the accrual of sick leave, vacation or other benefits that begin on the day of appointment as a police officer.

ARTICLE VIII

DIFFERENTIAL PAY

SECTION A – Workers' Compensation Differential Pay. An employee who is absent due to injury or illness caused in the performance of his duties shall receive 100% of his regular total earnings from the **CITY** for absences of three (3) days or less. For absences of three (3) days or more, the employee shall receive an amount from the **CITY** for the first three (3) days of absence sufficient to provide him with 100% of his regular total earnings when combined with worker's compensation. Thereafter the employee shall receive from the **CITY** an amount that will provide him with 90% of his regular total earnings when combined with worker's compensation.

In the event an employee becomes entitled to Worker's Compensation under Chapter 102, Wis. Stat., the officer shall continue to receive his/her regular salary from the City for the duration of temporary total disability in lieu of receiving a check from the City's Worker's Compensation Insurance carrier.

SECTION B – Personnel shall receive an annual stipend of \$350 on the paycheck for the second full payroll of the year if the following conditions are met:

The employee holds certification as an instructor in a field recognized by the Department;
and

The employee has conducted at least one (1) training scheduled by the Department in the area of certification in the past year.

ARTICLE IX

CLOTHING MAINTENANCE

The **CITY** will provide uniform apparel to all uniformed personnel at **CITY** expense. The items to be furnished by the **CITY** shall be hats, ties, shirts, coats, trousers, Sam Browne belts, holster, cartridge carrier, handcuff carrier, badges, patches, and insignias. The **CITY** will pay for the cost of attaching patches to the uniforms.

All articles of clothing and equipment provided under the article shall remain the property of the **CITY** and shall be returned to the **CITY** upon an officer's termination of employment.

In the event an officer's personal items are damaged or destroyed as a result of an unusual or extreme occurrence in the course of his duty and the court does not order restitution, the **CITY** shall pay the cost of repairing such damage or replacement.

ARTICLE X

WISCONSIN RETIREMENT SYSTEM

8.01 The EMPLOYEE shall pay the full officer's contribution toward retirement (equal to that required by General Municipal Employees).

8.02 The Employer shall participate in the Wisconsin Retirement System pursuant to Wisconsin State Statute 40.21 and shall contribute the employer's contribution of the employee's earnings as required by 40.05(2).

8.03 Such retirement contributions made by the Employer as listed in Section 8.02 above shall be reported by the Employer to the Wisconsin Retirement System in the same manner as though deducted from the earnings of said employees. It is understood and agreed between the parties hereto that such payments made by the Employer shall not be considered municipality contributions.

Employees shall be allowed to individually elect to contribute, by payroll deduction, the employee contribution of earnings to the Wisconsin Retirement System as set forth in Wis. Stats. § 40.05(1)(a)(1). Employees electing to pay the employee contribution to the Wisconsin Retirement System shall be allowed to participate in the same health insurance coverage provided to general city employees and are subject to the same employee premium contribution requirements as general city employees on the health insurance plan. Employee elections must be received in writing by the City prior to December 1st of the year in which the current collective bargaining agreement expires to be effective for the entire term of the successor collective bargaining agreement.

ARTICLE XI

GROUP HEALTH INSURANCE

SECTION 1 - The City of Fond du Lac shall provide to all employees hired before February 1, 2017 a \$10,000 contribution to a Retiree Health Savings plan upon reaching 10 years of service with the Fond du Lac Police Department. The City shall also contribute \$1,000 for each additional year of service thereafter, not to exceed a total contribution of \$25,000 during the employee's period of service. Employees who separate from employment with the City and later return shall not be eligible for additional contributions beyond what was paid during their initial period of employment. Separation from employment shall not include periods of absence caused by worker's compensation, Family Medical Leave, Military leave covered by USERRA, or City approved leaves of absence.

SECTION 2 -

The City shall provide a group comprehensive major medical plan.

- A. . The Employees shall contribute 20% of the premium for the Health Insurance Plan. Upon verification by the City that employees have participated in a Health Risk Assessment (HRA), employees shall contribute 10% of the health insurance premium. Employees who complete the HRA program and achieve a passing score on the City's Biometric score card shall contribute \$45 per month less than the 10% premium contribution (\$540 less per year).
- B. For employees that participate in the HRA, the contributions described above shall not exceed \$80 per month for single coverage and \$170 per month for family coverage. For employees that do not participate in the HRA, the contributions described above shall not exceed \$150 per month for single coverage and \$350 per month for family coverage.

ARTICLE XII

GROUP LIFE INSURANCE

The **CITY** will provide life insurance benefits equal to or better than the State Group Life Plan with the **CITY** paying the premiums for all eligible employees.

ARTICLE XIII

REIMBURSEMENT FOR COSTS OF TRAINING AND EDUCATION AND ADDITIONAL COMPENSATION

A. An officer desiring to further his education and training shall be reimbursed by the **CITY** for the costs of tuition and books for such education and training provided that the officer has first attempted on his own to secure funding through federal and other source, and has produced satisfactory evidence that he has been unsuccessful in so doing. The **CITY** will not provide reimbursement that would result in duplication of benefits. All courses of instruction must receive the prior approval of the City Manager and the Chief of Police.

B. Courses offered as part of the Police Science program at Moraine Park Technical Institute may be substituted for courses offered by the University of Wisconsin-Oshkosh and shall be eligible for compensation on the same basis. In addition, courses in Police Science offered by other institutions may be included in the foregoing program by agreement between the **CITY** and the officer. Reimbursement for tuition and required textbooks will be paid, up to the rate charged by the UW System,

upon course completion and the presentation of documents outlining these costs not to exceed \$2,000.00 annually effective January 1, 2002, except with approval by the Chief.

C. **Repayment of Reimbursement.** Any officer receiving reimbursement and who leaves employment within the City within three years of said reimbursement shall be required to repay the City the amount of the reimbursement received based on the following rates:

- A. 0 to 12 months – 100% of reimbursement;
- B. 12 to 24 months – 66% of reimbursement;
- C. 24 to 36 months – 33% of reimbursement;
- D. Over 36 months – no reimbursement.

ARTICLE XIV

AUTHORIZED ABSENCE

A. SICK LEAVE. All regular full-time and probationary officers represented by the **ASSOCIATION** shall accumulate sick leave with pay at the rate of one (1) working day for each month of service as determined by their work schedule. Unused sick leave credits shall accumulate to a maximum of fifteen hundred (1,500) working hours at the above rate. Sick leave shall be used in minimum periods of one (1) hour.

Any officer may use sick leave with pay for absence necessitated by injury or illness or exposure to contagious disease. In the event of an officer's spouse, children or other member of his family living in his residence should be exposed to contagious disease or should his presence be required at home in the event of illness of members of the above household, such officer may use his accumulated sick leave credits. In order to qualify for sick leave payment, an officer must:

1. Report his absence to his immediate supervisor prior to the start of his workday.
2. Keep his supervisor informed of the conditions if the absence is of more than three (3) days.
3. Submit a doctor's certificate for such absence if in excess of three (3) days. The certificate must state the kind and nature of the sickness or injury and whether the officer has been incapacitated for said period of absence.
4. Apply for such leave according to the procedure established by the **CITY**.

Sick leave should be regarded by all officers as valuable free health and welfare insurance which, in the best interests of the officers, should not be used unless really needed. Sick leave is not "a right" like vacation; it is a privilege to be used carefully.

In order to qualify for sick leave benefits, all illnesses that may generally be defined as psychological disorders or 'nervous conditions' must be diagnosed as such by a practicing clinical psychologist or psychiatrist within the first three (3) days of illness.

All sick leave shall be subject to administration by the Chief of Police and the Personnel Office. Serious cases of excessive abuse, as determined by the Chief of Police and the City Manager, will be grounds for disciplinary action or dismissal of the officer concerned.

Employees who retire in accordance with the provisions of the Wisconsin Retirement System or who are forced to retire due to a duty disability shall be entitled to a cash payment of \$30.00 for each day of unused sick leave in their sick leave bank at the time of their retirement. Employees may not receive payment for more than sixty (60) days of accumulated sick leave or a total cash payment of no more than eighteen hundred dollars (\$1,800.00) under this provision.

Medical examinations by a medical professional of the CITY'S choosing may be required after prolonged, serious or repetitious illness, major surgery or injury. Return to duty after prolonged sick leave and medical examination depend on the decision of the Chief of Police and the City Manager, based on the advice of the supervisor, medical information supplied by the officer's medical professional and the medical professional of the CITY'S choosing.

B. FUNERAL LEAVE. Each officer shall be allowed three days off with pay in the event of the death of the officer's mother, father, son, daughter, wife, husband, brother, sister, step parents, step children, father-in-law, mother-in-law and officer's legal guardian. Each officer shall be allowed one day off with pay in the event of the death of the officer's grandmother, grandfather, grandchild, aunt, uncle, brother-in-law, or sister-in-law. Such funeral leave is provided each officer for attendance at the funeral or assisting the family of the deceased at the time of need and must therefore be taken at the time directly related to the tragedy for which the leave is provided.

C. HOLIDAY LEAVE.

1. 5-3 Schedule: Supervisory Personnel assigned to 9 hour schedules shall receive, in addition to their salary, their regular scheduled hours for each of the following holidays credited on January 1 of each year to be used with the approval of their immediate supervisor. New Year's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; December 24; Christmas Day; December 31; and such other days as the City Council by resolution may fix. Employees working the 5-3 schedule will receive a holiday bank of hours equal to 6 work days or 54 hours useable to them in full block days.
2. 5-2 Schedule: Personnel assigned to the 5 days on, 2 days off (40-hour work week) shall receive their regular pay for all holidays listed below. These holidays include:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

If the holiday falls on Saturday, personnel will be given Friday off; if the holiday falls on Sunday, personnel will take Monday off, unless pre-approved by a supervisor.

D. FLOATING HOLIDAY. There shall be 36 hours of leave provided for all Lieutenants and Captains. These holiday hours shall be chosen by the officer provided that s/he shall request utilization of such hours from his supervisor prior to the day s/he desires to take it. Such authorization by the supervisor shall be subject to the staffing needs of the department.

E. VACATION TIME. Each officer shall be granted vacation according to the following schedule: Each full time officer shall be granted 10 working days of leave after one year of service, 15 working days of leave after seven (7) years of service, 20 working days of leave after fourteen (14) years of service, and 25 working days after nineteen (19) years of service. One additional working day for every year of service after twenty-four (24) years of service.

The City shall track vacation on an hourly basis with the employee credited the number of hours in their normal work shift, as set forth in Article IV above, for each day of vacation.

One (1) week of vacation may be carried over to the following year or paid out subject to the Chief's approval.

Vacation accrual for years after the completion of one full year of service shall be backdated to January 1 of the year of employment. Officers with less than one year of service as of December 31 of the preceding year shall earn a pro rata portion of the vacation benefit based on the number of months of service completed as of December 31 of the previous year.

A change in an employees' normal work shift during a calendar year will not affect the number of vacation days the employee is entitled to take after the change in work shift occurs.

ARTICLE XV

GOOD ATTENDANCE BONUS PROGRAM

Effective January 1, 2017, employees shall no longer be eligible to accrue additional Good Attendance Bonus Credits. In exchange for ending the Good Attendance Bonus Program, \$1,125 shall be added to the annual salary schedule for each year of this agreement for a total increase of \$2,250. Previously accrued Good Attendance Bonus credits shall be converted to a dollar amount at the rate of \$99.25 per credit and contributed to the employee's Retiree Health Savings Account upon retirement from the Department.

ARTICLE XVI

RIGHTS OF EMPLOYER

It is agreed that the rights, functions and authority to manage all operations and functions are vested in the **CITY** and include, but are not limited to the following:

- a. To prescribe and administer rules and regulations essential to the accomplishment of the services desired by the City Council.
- b. To manage and otherwise supervise all employees in the bargaining unit.
- c. To hire, promote, transfer, assign and retain officers and to suspend, demote, dismiss or take other disciplinary action against officers as circumstances warrant.
- d. To relieve officers of duties because of lack of work or for other legitimate reasons.
- e. To maintain the efficiency and economy of the **CITY** operations entrusted to the administration.
- f. To determine the methods, means and personnel by which such operations are to be conducted.
- g. To take whatever action may be necessary to carry out the objectives of the City Council in emergency situations.
- h. To exercise discretion in the operation of the **CITY**, the budget, organization, assignment of personnel and the technology of work performance.
- i. To administer a Drug and Alcohol Testing Program.

ARTICLE XVII

ASSOCIATION BUSINESS LEAVE

Up to a total of three (3) man-days of paid **ASSOCIATION** business leave shall be granted to officers of the **ASSOCIATION** to attend State Police Supervisory Association conventions. This provision is subject to staffing requirements of the department. The three (3) man-days apply to the **ASSOCIATION** collectively so that the **CITY** is liable for up to three (3) man-days per year.

ARTICLE XVIII

ACTING SUPERVISORY POSITIONS

In the event an officer outside of the supervisory association is appointed to the position of an acting supervisory role, the filling of that position shall be made from the existing eligibility list for the position to be filled.

If there is not a current eligibility list for the vacant position, the selection for the acting position shall be made from a list of members who would otherwise meet the minimum qualifications for the position. This selection shall be based on seniority.

An Acting position may be filled on the shift where the vacancy exists for a period not to exceed forty-five days. If an acting supervisory position is to be filled for a period longer than forty-five days, shift selection for members of the same rank will be made on a seniority basis. The acting position will be subordinate to those who currently hold that rank. The length of the vacancy shall be determined by the length of time the vacancy exists, not by the length of time a person fills the position.

The acting position will not accrue seniority for the rank the acting position is filling.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on this 18th day of October, 2017 by:

CITY OF FOND DU LAC

Michael S. R. Hoffmann
Human Resources Director

[Signature]
City Manager

ATTEST:

[Signature]
City Clerk

POLICE SUPERVISORY ASSOCIATION

[Signature] 10-23-17
President

[Signature] 10-23-17
Secretary

**Police Supervisory Salary Schedule
Appendix A**

01/01/2017 – 12/31/2017

	START	5 YEARS	10 YEARS	15 YEARS
2052 Hrs Lieutenant – Start	83,389.63	84,107.84	84,826.06	85,544.29
Masters or Exec. Dev	83,734.91	84,453.15	85,171.36	85,889.58
Masters + Exec. Dev	84,080.22	84,799.11	85,516.68	86,580.22

2080 Hrs Lieutenant – Start	84,511.75	85,239.78	85,967.80	86,695.84
Masters or Exec. Dev	84,861.76	85,589.79	86,317.82	87,045.84
Masters + Exec. Dev	85,211.78	85,940.47	86,667.83	87,745.88

2052 Hrs Captain – Start	89,968.58	90,744.26	91,519.95	92,295.64
Masters or Exec. Dev	90,341.50	91,117.19	91,892.88	92,668.56
Masters + Exec. Dev	90,714.44	91,490.12	92,265.80	93,414.42

2080 Hrs Captain – Start	91,180.50	91,966.77	92,753.04	93,539.31
Masters or Exec. Dev	91,558.51	92,344.79	93,131.05	93,917.33
Masters + Exec. Dev	91,936.53	92,722.80	93,509.08	94,673.35

01/01/2018 – 12/31/2018

	START	5 YEARS	10 YEARS	15 YEARS
2052 Hrs Lieutenant – Start	87,641.74	88,386.88	89,132.04	89,877.20
Masters or Exec. Dev	87,999.97	88,745.14	89,490.29	90,235.44
Masters + Exec. Dev	88,358.23	89,104.07	89,848.55	90,951.98

2080 Hrs Lieutenant – Start	88,805.95	89,561.27	90,316.60	91,071.94
Masters or Exec. Dev	89,169.08	89,924.40	90,679.74	91,435.05
Masters + Exec. Dev	89,532.22	90,288.24	91,042.87	92,161.35

2052 Hrs Captain – Start	94,467.41	95,272.17	96,076.95	96,881.72
Masters or Exec. Dev	94,854.31	95,659.08	96,463.86	97,268.64
Masters + Exec. Dev	95,241.23	96,046.00	96,850.77	98,042.46

2080 Hrs Captain – Start	95,724.77	96,540.52	97,356.28	98,172.03
Masters or Exec. Dev	96,116.95	96,932.72	97,748.46	98,564.23
Masters + Exec. Dev	96,509.15	97,324.90	98,140.67	99,348.60